



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL
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IMNE-MIG-ZA

OCT 05 2009

MEMORANDUM FOR All Personnel at Detroit Arsenal (DTA)

SUBJECT: Policy Memorandum Number 30- Smoking Policy

1. REFERENCES.

- a. Executive Order 13058, "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace," 9 August 1997.
- b. DoDI 1010.15, "Smoke-Free DoD Facilities," 2 January 2001.
- c. DoDD 1010.10, "Health Promotion and Disease/Injury Prevention," 22 August 2003.
- d. AR 600-63, "Army Health Promotion," 7 May 2007.

2. PURPOSE. To provide policy guidance on smoking and establish responsibilities for a smoke-free workplace at the Detroit Arsenal (DTA), promoting the health of all personnel.

3. APPLICABILITY.

- a. All DTA assigned Military and Civilian personnel, retirees and Family members.
- b. All visitors, contractors, and personnel of other agencies and businesses that operate within or visit the DTA workplaces and facilities.

4. POLICY. DoD policy requires that smoke-free facilities be established to protect all Civilian and Military personnel, and members of the public visiting or using DoD facilities, from the health hazards caused by exposure to tobacco smoke. The understanding and full cooperation of all personnel is requested in implementing this policy and establishing a safe and healthy work environment. Smoking at DTA is governed by DoDI 1010.15, Smoke-Free DoD Facilities (Reference b) and AR 600-63, Army Health Promotion (Reference d). The key points are summarized below:

- Smoking is prohibited in all workplaces and all Military vehicles, aircrafts, and in all government owned or leased vehicles, including vans and buses.
- Designated smoking areas must be at least 50 feet from common points of entry/exit, and common passageways (i.e. sidewalks, etc).

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- Smoking is prohibited in all community facilities – includes offices, work areas, recreation facilities, retail stores, and common areas of all buildings.
- Smokers are not allowed any additional time beyond routine breaks to be away from their jobs for smoking breaks.
- Smoking shelters are provided on the installation near key facilities.

5. PROCEDURES.

a. Disposal of cigarette butts, matches, and other smoking-related debris on the grass, sidewalks, parking lots, or in unauthorized containers is prohibited. Smokers will use the ashtrays provided for the disposal of cigarettes and cigarette paraphernalia.

b. The entire chain of command, both Military and Civilian, are responsible for the enforcement of this policy.

c. Each organization is responsible for ensuring visitors are made aware of this policy. Supervisors are responsible for ensuring that their employees abide by these rules, and non-compliance may result in the imposition of an appropriate disciplinary action. For Military personnel, failure to comply with this policy is in violation of Article 92 of the Uniform Code of Military Justice (UCMJ) and can cause disciplinary action to be taken. For Civilian employees of the U.S. government, smoking in prohibited areas may result in disciplinary action under appropriate Civilian personnel regulations.

d. The USAG DTA Department of Public Works (DPW) will ensure all primary building entrances for non-smoking buildings are free from smoke by placing ashtrays at least 50 feet from entrances.

6. PROPONENT. The proponent for this memorandum is the USAG DTA Human Resources Directorate. Any questions or comments regarding this policy should be submitted to the Director, Human Resources, at (586) 753-2637.


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